

ANGELA TUKAI

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Personal Details

Full Name: Angela Anthony Tukai
Gender: Female
Marital Status: Single
Nationality: Tanzanian
Birthdate: 08/09/1992

Personal Summary, Skills and career objectives.

A young dynamic fully trained Human Resource professional with a clear understanding of the multi-faceted management role human resource personnel is required to assume. With years of experience in the Health, FMCG and Manufacturing sector, now ready to further enhance my professional career in a dynamic organization where teamwork and people-focus are also valued. Full-time available for an interesting opportunity in a challenging environment where my acquired administration and management knowledge and skills can be applied.

Skills

- ✓ Solid interviewing and hiring skills
- ✓ Good understanding of regulations and laws regarding the workplace
- ✓ Excellent ability to deal with colleagues of different cultural backgrounds to make them feel as part of the team equality important while working.
- ✓ Committed to submission of assignments within deadlines
- ✓ Abiding to professional ethics and perform duties with highest level of integrity
- ✓ Self-starter with attention to details
- ✓ Eagerness to learn new skills
- ✓ Ability to work under pressure with minimum supervision.
- ✓ A proficient public speaker.

Career Objectives

- ✓ A position in the Human Resources field where I can utilize proven people-oriented skills to develop and promote a positive work environment.
- ✓ To work in a challenging and dynamic environment where my acquired Administration and management knowledge and skills can be best applied.
- ✓ To work hard with an organization which provides many opportunities to exhibit my talents and capacity in teamwork.

Academic qualifications

Oct.2018 – Dec.2020	MZUMBE UNIVERSITY, Dar Es Salaam MSc. Human Resource Management
Oct.2013 – July.2016	MZUMBE UNIVERSITY, Morogoro B.A Human Resources Management
Mar. 2011 – Feb. 2013	MARIAN GIRLS' SECONDARY SCHOOL, Bagamoyo A Level (ACSEE)
Jan.2007 – Oct.2010	ST. FRANCIS GIRLS' SECONDARY SCHOOL, Mbeya O-Levels (CSEE)

Work Experience.

ALLIANCE ONE TOBACCO TANZANIA.

JUNE 2023 - To date

As a Human Resources Manager.

- ✓ Contributes towards the analysis of critical HR resources, requirements, capex, programmes and similar and prepares part of the HR Budget for submission to the Human Resources Director annually.
- ✓ Oversees and controls the Industrial Relations, manages job collective action and ensures harmonious IR environment in compliance with AOI and AOTTL IR SOP's.
- ✓ Manages the Human Resource function and respective resources and ensures that efficient and effective HR services and assistance are provided to the Business in line with AOI HR Strategy.
- ✓ In liaison with HR Director, Plans and facilitate the appointment and retention of the necessary skilled manpower to ensure achievement of Goals and Objectives in line with AOI Corporate Strategy.
- ✓ Follows up, quarterly, the departmental organization structures with the Directors and Line Managers and ensures that the structures are being implemented and adhered as per agreement with the Human Resources Director.
- ✓ In liaison with HR Director, Checks that the Job Evaluation System is being maintained at least annually in line with AOI and AOTTL HR Policies and Procedures.
- ✓ In liaison with HR Director, checks the implementation and maintenance of the Sage 300 People and Performance Management Systems in line with AOI and AOTTL HR Policies and Procedures.
- ✓ Checks validity and accuracy of payroll details before salary payments.
- ✓ In liaison with HRD monitors the introduction/updating, application, maintenance of and adherence to, the HR Policies, Procedures and Corporate Culture in line with AOI and AOTTL HR Regulations.
- ✓ Manages the SHE, ISO and Clinic operations to provide the requisite services to the Business in compliance with the AOI and AOTTL SHE/ISO SOP's.
- ✓ Co-ordinates the HR records management system in accordance with the ISO standard and HR check list and ensures that all employees' records are updated in line with AOTTL HR Conditions of Service.

TANGA FRESH LIMITED

2020 – May 2023.

As a Human Resources Manager.

- ✓ Ensure recruitment needs are filled and procedures are consistent and managed.
- ✓ Ensure a well-trained and motivated staff.
- ✓ Creating and revising company job descriptions
- ✓ Establish the departmental measurements that support the accomplishment of the Company's strategic goals.
- ✓ Lead the implementation of the performance management system that includes performance development plans and employee development programs.
- ✓ Establish and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire company employees.
- ✓ Leads the implementation of company safety and health programs that includes monitor and tracking OSHA required data.
- ✓ Establishes the company wage and salary structure, pay policies and oversee the variable pay system within the Company.
- ✓ Managing and monitoring Employee and Industrial Relations matters within the framework of the Tanzania Labour Laws.
- ✓ Coordinates with company Secretary in matters concerning CMA and litigation matters of the company
- ✓ Lead company compliance with the Government and labour law of the Country that will maintain a minimal company exposure to lawsuits.
- ✓ Protect the interest of employees and company in accordance with company human resources policies and Government laws and regulations.
- ✓ Preparing and providing management reports for management and Board decisions making.
- ✓ Keep the CEO updated of significant problem that jeopardize the achievement of company goals and those that are not being addressed adequately by other line Managers.
- ✓ Oversee the implementation of human resources program through the human resources staff.
- ✓ Develop and/or review Company HR policies and procedures
- ✓ Work with departmental heads to ensure all company HR policies and procedures are adhered to
- ✓ Develop and manage annual budget for all HR activities
- ✓ Support current and future business needs through the development, engagement, motivation and preservation of human capital.

ALAF LIMITED

April 2018 – August 2019

As a Payroll and Benefits Coordinator.

COMPENSATION AND BENEFITS.

- ✓ Support the Compensation and Benefits Officer in the implementation and management of salary administration and assistant will calculations of appropriate salary.
- ✓ Maintain a master file of approved payroll changes and authorizations of the same.
- ✓ Enroll all employees in the biometric system across the branches to ensure easy processing of payroll on a monthly basis.
- ✓ Ensure shift changes, missed punches, authorized absences are updated in the Time and Attendance system in time to ensure accuracy of payment and generation of the monthly time and attendance report.
- ✓ Ensure distribution of Mid – Month for all entitled employees in time and details accurately updated for import into the payroll for recovery on a monthly basis.
- ✓ Answer all payroll queries and concerns employees may have and in case of any challenges.
- ✓ Ensure the Leave Policy is adhered to in terms of accrued leave days, supporting documentation for leave.
- ✓ Monitor the leave tracker and ensure employees go on leave in line with the pre-approved leave schedules.

RECRUITMENT AND EXIT.

- ✓ Ensuring that all new hires are uploaded in the Human Resources Management System (VIP Payroll) and biometric system.
- ✓ Ensure all new joiners and staff exits are updated in the Navision ERP.
- ✓ Support the Compensation and Benefits Officer to ensure Terminal Dues and Retirement Benefits are paid out in time to employees as and when required with strict adherence to the Exit Procedures.

COMPLIANCE.

- ✓ Support compliance initiatives by ensuring for all employees all the relevant statutory compliances i.e Pension, WCF, SDL, and HELSB etc are adhered to.
- ✓ Ensure adherence to all the payroll processes in line with the Labour Laws and Company Policies.
- ✓ Ensure consistent & accurate daily manpower planning and allocation to the various shifts and machines.
- ✓ Ensure that all the information related to employee bio data and life cycle within ALAF is updated in Sage VIP as and when required.
- ✓ Ensure compliance to the HR policies relating to Employee Benefits E.g. Medical Policy, CBA, Salary Loans and Advances, Personal Accident Cover.

REPORTS AND AUDITING.

- ✓ Monthly and weekly HR Reports as requested by Management (*Absenteeism, Overtime, Hours, Attendance Report, Leave Days, Terminal Dues Report, Manpower Databank, Monthly Head Count and Turn Over Report*).
- ✓ Preparation of documents required for HR Audit under the guidance of the Compensation and Benefits Officer. This could be for Internal Auditors, External Auditors, Statutory Audits or any adhoc audit as and may be required.

CCBRT hospital.

October 2016 – December 2017

As a Human Resource Officer.

RECRUITMENT AND EXIT.

- ✓ Preparation of job adverts
- ✓ Screening and Selection process of candidates
- ✓ Interview procedures.
- ✓ On boarding of staffs/employees
- ✓ Preparation of documents needed for employee exit procedures.

TRAINING AND DEVELOPMENT.

- ✓ Provide counselling on policies and procedures.
- ✓ Assist in performance management processes.
- ✓ Organizing staff training sessions and activities.
- ✓ Support the development and implementation of HR initiatives and systems.

COMPENSATION AND BENEFITS.

- ✓ Making sure that staff get paid correctly and on time.
- ✓ Pensions and benefits administration.
- ✓ Looking after the health, safety and welfare of all employees.
- ✓ Negotiating salaries, contracts, working conditions or redundancy packages with staff and representatives.
- ✓ Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements.
- ✓ Assist in preparations of Staff parties and bonanzas.

COMPLIANCE.

- ✓ Monitoring staff performance and attendance.
- ✓ Advising line managers and other employees on employment law and the employer's own employment policies and procedures.
- ✓ Ensuring candidates have the right to work at the organization.
- ✓ Support the management on disciplinary and grievance issues.
- ✓ Review employment and working conditions to ensure legal compliance.

CCBRT hospital.

October 2015 - Sept 2016

As an Intern Assistant Human Resource officer.

- ✓ Steps in the recruiting and hiring process, including: Shortlisting and reviewing resumes.
- ✓ Conducting telephone and in-person interviews, making job offers and negotiating starting salaries.
- ✓ The importance of employment law and compliance, especially regarding employment eligibility, Confidentiality, proper maintenance of employee files, and forms management.
- ✓ The interrelationship of HR and Finance in the areas of new employee paperwork, payroll issues related to onboarding and termination, use of a payroll management database, and report generation.
- ✓ Employee benefits management issues related to plan renewal and open enrollment, benefits enrollment and termination, troubleshooting employee benefits issues, and the customer service aspect of benefits oversight.

Human Resources Information Systems

- ✓ ARUTI.
- ✓ SAGE people 300.
- ✓ SAP
- ✓ TA MASTER.
- ✓ S-QUBE

Computer Skills

- ✓ Proficiency in Microsoft office

Languages Skills

- ✓ English (fluent speaking and writing)
- ✓ Swahili (fluent speaking and writing)

License

- ✓ Driving License class B and D

Study Papers

✓ ***The Effect of Job rotation on Organizational Performance.***

A research report submitted to the School of Public Administration and Management as a requirement for the award of Bachelor of Human Resources Management of Mzumbe University, 2016.

✓ ***The Influence of Human Resources Management Practices on Organization Performance.***

A Dissertation Submitted in Partial Fulfillment of the Requirements for the Award of the Degree of Master of Science in Human Resources Management (MSc.HRM) of Mzumbe University, 2020.

Competencies

- ✓ Interpersonal effectiveness
- ✓ Analytical thinking
- ✓ Team work
- ✓ Community orientation
- ✓ Personal excellence
- ✓ Pro-activeness
- ✓ Result oriented.

Interests and Hobbies.

- ✓ Travelling, cooking.
- ✓ Reading, watching TV and movies
- ✓ Listening to music and singing

Referees

SHEPHERD KARUWA

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Declaration

I hereby declare that all the statements in these curriculum vitae are, to the best of my knowledge, true and complete in every respect, and no material facts have been misrepresented, withheld or suppressed.